

## PURPOSE

The purpose is to establish the policy for the Michigan Department of Health and Human Services (MDHHS) to ensure that the MDHHS shall maintain records to document repairs or modifications to the facility.

## DEFINITIONS

**ePHI** is the acronym for Electronic Protected Health Information. It is Protected Health Information that is transmitted or maintained in electronic form.

**PHI** is the acronym for Protected Health Information. It is information that can identify a person and contains health related data pertaining to that person.

**Workforce Member** means employees, volunteers and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. This includes full and part time employees, affiliates, associates, students, volunteers and staff from third party entities who provide service to the covered entity.

## POLICY

It is the policy of the MDHHS to document, in conjunction with the Department of Technology, Management and Budget (DTMB), repairs and modifications to the physical components of facilities which are related to security, such as hardware, walls, doors and locks.

## REFERENCES

[45 CFR 164.308\(a\)\(4\)](#)

[DTMB 0210.01: Facility Operations and Maintenance Management](#)

## CONTACT

For additional information concerning this policy, contact the MDHHS Security Officer at MDHHSPrivacySecurity@michigan.gov.